

**FRANKLIN COUNTY PUBLIC FACILITIES
MANAGEMENT
373 South High Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

WORKING TITLE: Housekeeping Foreman (Non-Bargaining)

PCN: 033513

SUPERVISOR: Dan Lee, Housekeeping Supervisor

PRIMARY RESPONSIBILITIES: Supervise and direct contractual daily housekeeping services at the Municipal Court Building. Meet with building tenants to review, correct, schedule housekeeping services. Monitor and ensure contract compliance to housekeeping and carpet cleaning bid specifications. Coordinate multiple shift cleaning activities. Inspect facility on a daily/weekly basis to ensure that housekeeping activities are properly performed by contract vendor. Assist Supervisor in the preparation of bid specifications for facility. Fill supply request and deliver supplies to contract vendor. Maintain records on supplies used in the facility. Assist Supervisor in the inventory control of housekeeping supplies and equipment. Upon approval of Supervisor purchase supplies and materials. Assist Supervisor in budget administration provide input in budget preparation. Provide technical advice to aid supervisor in decision making. May assist Supervisor in providing housekeeping services in other county facilities.

MINIMUM QUALIFICATIONS: Ability to add, subtract, multiply, & divide whole numbers & to read & write common vocabulary plus: 400 hours training in operating cleaning equipment (or 4 mos. exp.); or equivalent. **Unusual Working Conditions:** May work in environments that are offensive to the human senses. May work around prison inmates. **Special Requirements:** Four years housekeeping experience. Two years supervisory or management experience. Work experience that showcases strong communication and interpersonal skills.

SCREENING CRITERIA:

- Experience in housekeeping.
- Experience in supervision.

DEADLINE FOR APPLYING: Thursday, February 19, 2009

STARTING SALARY: \$15.33 per hour plus a comprehensive benefits package

If interested, apply on-line at www.franklincountyohio.gov/commissioners/hr

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